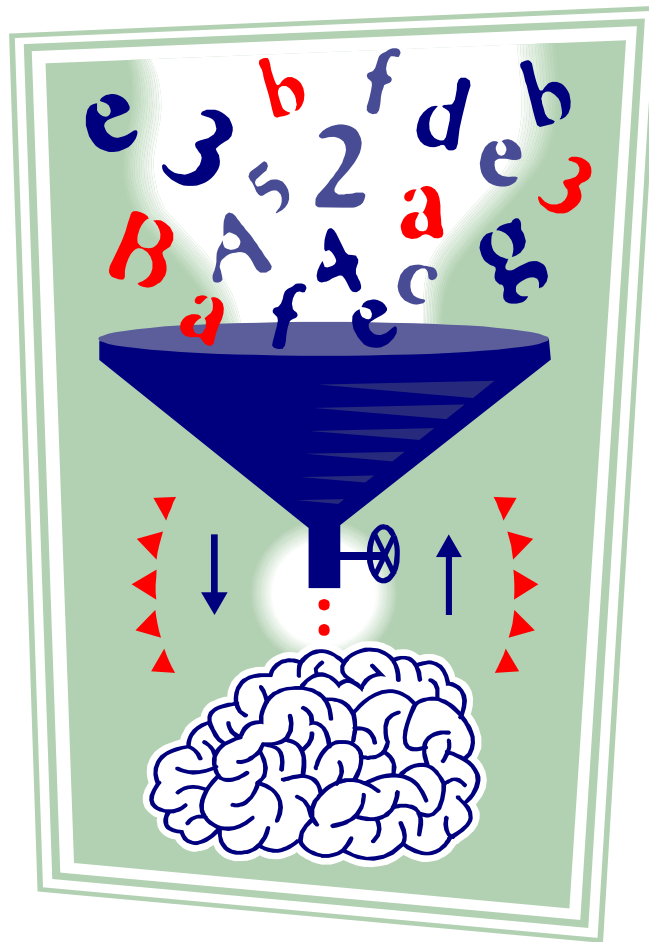


Access 2000 New Features



Department of Human Services
Office of Technology

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Access 2000 Conversion

If you are sharing a database with other users, you will want to wait until all the users have Access 2000 before you convert to an Access 2000 database. It is possible to save an Access 2000 database to Access 97, however, keep the following in mind:

You can convert a Microsoft Access 2000 database to an Access 97 database if it is not a member of a replica set. Any functionality that is specific to Access 2000 is lost when you convert the database to Access 97.

Converting an Access 2000 database to an Access 97 database makes the following changes to the converted database.

- Links to data access page are lost.
- Data that relies on Unicode support in Access 2000 might not be converted correctly. Access 97 uses characters from only a single code page— a numbered set of 256 characters. For example, an Access 97 database might use only ANSI characters. During conversion, the collating order of the original Access 2000 database determines which set of characters the resulting Access 97 database can use; any characters that are not in this set are not converted correctly.
- An Access 2000 database containing a table with a **FieldSize** property of Decimal cannot be converted to Access 97. You must change the **FieldSize** property to another value such as Single or Double, or you must change the field's data type to Currency before you can successfully convert the database.

If you are converting a secured Access database, the user account that you use to log on must have the following permissions:

- Open/Run and Open Exclusive permissions for the database itself. Read Design permissions for all objects in the database.
- To secure the converted database, you must open it in Microsoft Access 97 and apply user-level-security.

If you have protected the Access database with a password, you can convert it without removing the password. If you have protected the Microsoft Visual Basic for Applications (VBA) code with a password, you must supply the password in the Visual Basic Environment.

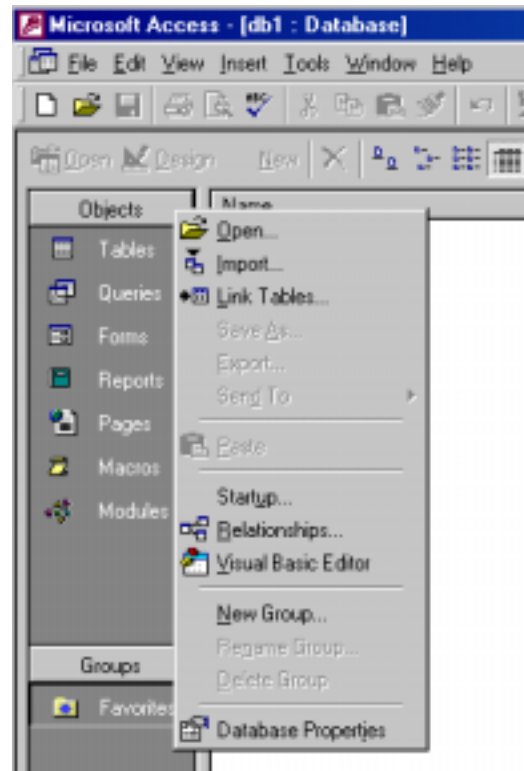
What's New About The Database Window

The Database window in Microsoft Access 2000 provides a variety of options for viewing and manipulating database objects.

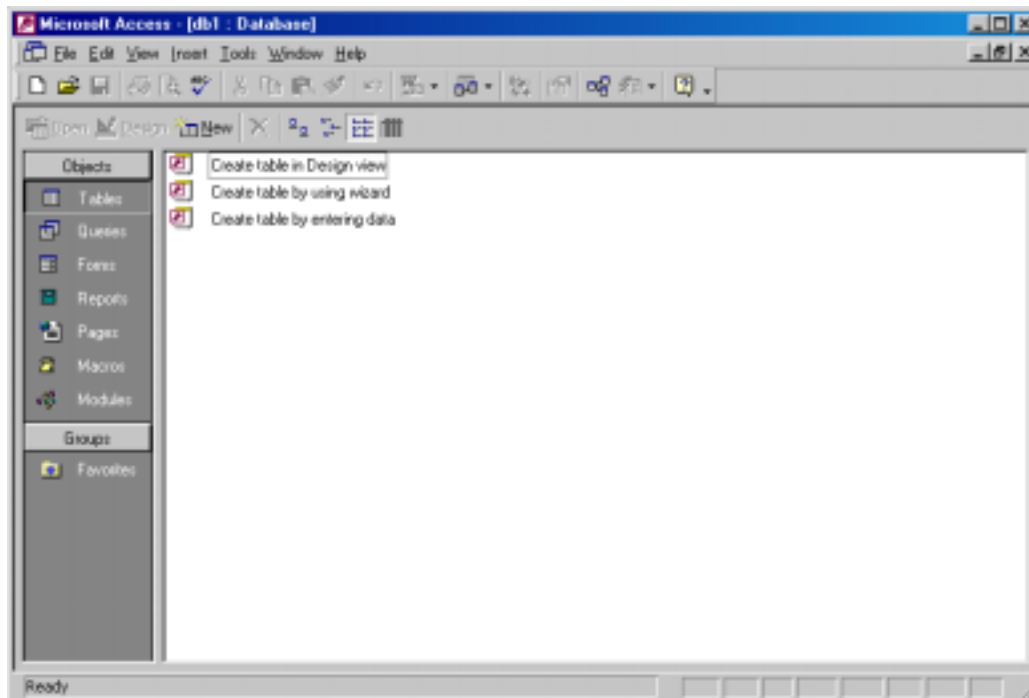
- **Use The Database Window Toolbar** — Quickly find commands for creating, opening, or managing database objects.
- **Use The Objects Bar** — View database objects in the Objects bar — its vertical orientation makes it easier to use.
- **Organize Database Objects Into Groups** — Click the Groups bar to view your groups, which can contain shortcuts to database objects of different types.

To Create a New Group:

1. Right-click below the Groups button.
2. Click on **New Group**
3. Type in new group name.
4. Click **OK**.



- **Use New Object Shortcuts** — In the Database window, quickly create a new database object by using a wizard, or open a new database object in design view.
- **Customize How You Select And Open Objects In The Database Window** — If you choose, change the default behavior so that you select a database object by resting the pointer over it, and open an object by single-clicking it.
- **Select An Object By Typing Its Name** — For example, select the Shippers table while viewing the list of table objects by typing **Sh**.

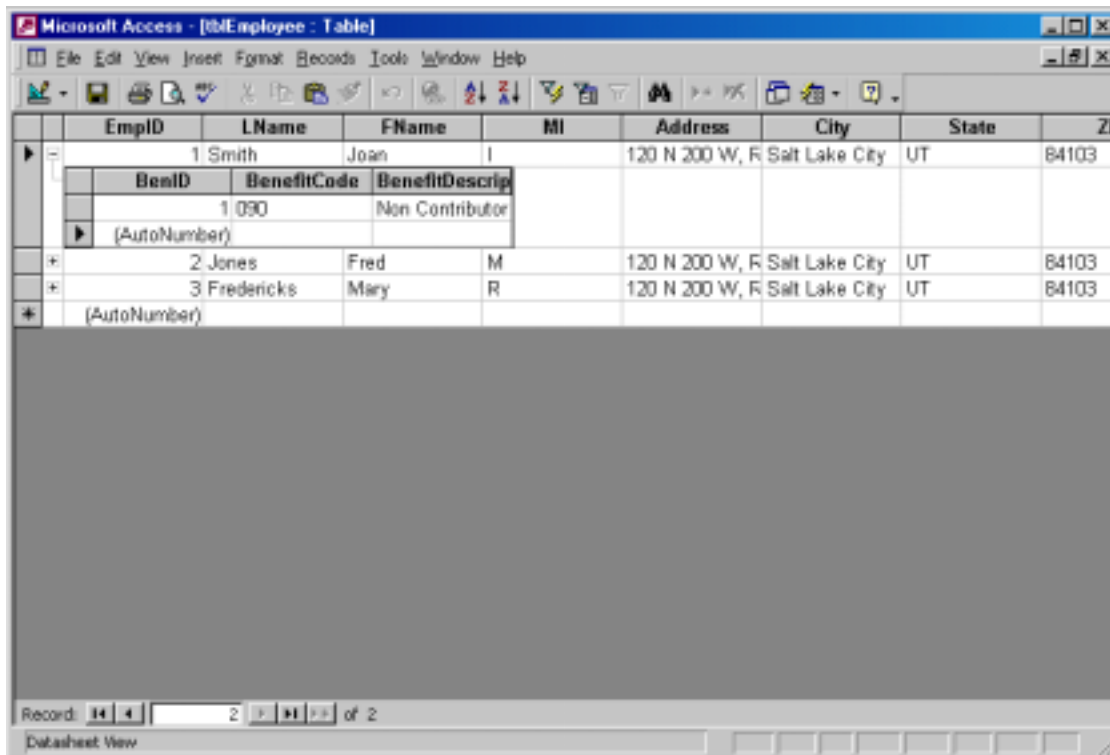


What's New About Working With Data And Database Design?

Microsoft Access 2000 provides many new features that make working with data and designing a database even easier.

- **Use Record-Level Locking** — A Microsoft Access database now supports record-level locking, in addition to page level locking (which locks all records on a 4K page). You enable the locking level with the new database option, **Open databases using record level locking** (**Tools** menu, **Options** command, **Advanced** Tab). The actual level that is used depends on how the Access database is programmed.
- **Find and Replace** — You can now move freely between the **Find** and **Replace** dialog boxes and the data in the view or window.

- **View Related Data In A Subdatasheet** — Cool Feature! Use a subdatasheet to view and edit related or joined data in a table, query, or form datasheet, or in a subform all from the same view, you can view and edit the related rows of the Products table in a subdatasheet.



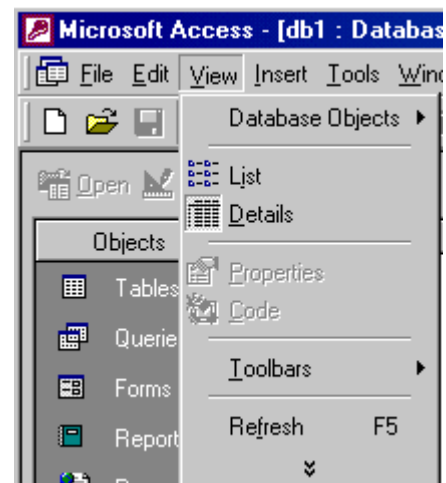
- **Automatically Fix Errors Caused By Renaming Fields** — Name AutoCorrect automatically corrects common side effects that occur when you rename forms, reports, tables, queries, fields, text boxes or other controls.
- **Take Advantage Of Unicode Support** — Use the characters of any language that Unicode supports in your data. Use Unicode compression to offset the effect of Unicode's increased storage space requirements. Take advantage of dual-font support— specify a substitute font that you can use in addition to your default font to properly display all of the characters in your data.
- **Print Relationships** — Print a report of the relationships in your Access database as they appear in the Relationships window.
- **Use The Keyboard To Manage Relationships** — Use the keyboard to create, edit, and delete relationships and joins.
- **Use Microsoft ActiveX Data Objects (ADO)** — Use Microsoft ActiveX Data Objects (ADO) to access and manipulate data in a database server through any OLE DB provider.

What's New With Toolbars, Menu Bars, And Shortcut Menus?

With the toolbars, menu bars, and shortcut menus that are in Microsoft Access 2000, you can organize commands the way you want so that you can find and use them quickly.

- **Use Personalized Menus And Toolbars** — Expand a menu to display all commands, and choose a command to add it to a personalized menu. Access 2000 adjusts menus and toolbars as you work so that only the commands and toolbar buttons you use most often appear.
- **Position Toolbars Next To Each Other** — Click **More Buttons** if there is not enough room on the toolbar for a button that you are looking for. Resize the toolbar if you'd like room for more buttons. After you've clicked a button, it appears on the toolbar with the buttons that you've used most recently.
- **Assign A Hyperlink To A Toolbar Button Or Menu Command** — Assign a hyperlink to a toolbar button or menu command for easy access to a location on your computer, a network, an intranet or the Internet.
- **Menu Bar Has Short Menus** —are designated by the double arrows. If you pause long enough on the menu, it will automatically expand to view all options.

You can change the default by going into the customize toolbar dialog box.



- **Customizing Toolbars** —At the end of each toolbar displayed there is a down arrow button which you can add or remove buttons and also go to Customize if the desired button is not displayed.



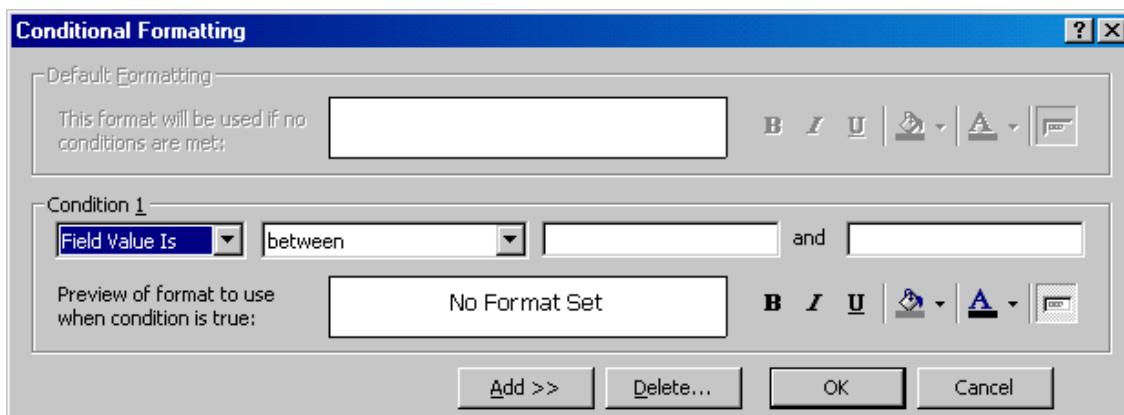
What's New About Securing, Maintaining, And Converting A Database

- **Secure Your Access Database With The User-Level Security Wizard** — The User-level Security Wizard is now much easier to use and is the preferred method for defining user-level security on a Microsoft Access database for most common security schemes.
- **Protect Your Code With Visual Basic For Applications Password Protection** — Modules and modules behind forms and reports are now protected by a Visual Basic Applications (VBA) password that you create in the Visual Basic Editor; they are no longer protected by user-level security.
- **Use The Improved Compact Utility** — Compact Microsoft Access databases and Microsoft Access projects with an improved utility that combines compacting and repairing into a single process, and is safer and more effective.
- **Compact Automatically** — Select **Compact On Close** to automatically compact a Microsoft Access database or Microsoft Access project when you close it.
- **Convert A Database To Microsoft Access 97** — Convert an Access 2000 database to Access 97 file format.

What's New About Forms And Reports

Microsoft Access 2000 provides new features to make it faster and easier to create great-looking forms and reports.

- **Group Text Boxes And Other Controls** — Use the **Group** command on the **Format** menu to group related text boxes and other controls on a form or report.
- **Define Conditional Formatting Rules For Text Boxes And Other Controls** — Use The **Conditional Formatting** command on the **Format** menu to define the font color, font size, control background color, and other visual information that gives feedback to users as they enter data on a form.



- **Create Forms And Reports For SQL Server Databases** — In a Microsoft Access project; create forms and reports for an SQL Server database with the same tools that you use to create them in a Microsoft Access database.
- **Distribute Reports To Users Who Don't Have Microsoft Access** — Export Microsoft Access reports to report snapshot (.snp) file format. You can use Snapshot Viewer to view, print, and mail report snapshots.

Help Feature

Access 2000 has an in depth Help feature. You can also go to the **Office on the Web** for additional tips and articles for all the Microsoft Office Products.